



OFFICE *of* LEGAL SERVICES

USER GUIDE

**OUR MISSION:
TO PROVIDE TO THE MEMBERS OF THE GENERAL
ASSEMBLY LEGAL ANALYSIS AND ADVICE; AS WELL AS
RESEARCH, DRAFTING, LIBRARY, AND CODIFICATION
SERVICES; ALL IN A PROFESSIONAL, CONFIDENTIAL,
AND NON-PARTISAN MANNER.**

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**OFFICE of
LEGAL
SERVICES**

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HOUSE BUSINESS AND UTILITIES	*JAMIE CLARIDAY AND JOEL HAYES
HOUSE CIVIL JUSTICE	*ELIZABETH INSOGNA, ANASTASIA CAMPBELL, AND CINDY PERRY
HOUSE CONSUMER AND HUMAN RESOURCES	*MICHELLE GASKIN AND SEAN MCMINN
HOUSE CRIMINAL JUSTICE	*ELIZABETH INSOGNA, TOM TIGUE, AND ANASTASIA CAMPBELL
HOUSE EDUCATION	*HELEN JAMES, MICHELLE GASKIN, AND JACKIE NASH
HOUSE FINANCE, WAYS AND MEANS	*DOUG HIMES, JAMIE CLARIDAY, AND LAURA PENDLETON-MILLER
HOUSE GOVERNMENT OPERATIONS	*SEAN MCMINN AND DOUG GARRETT
HOUSE HEALTH	*JESS HALE
HOUSE INSURANCE AND BANKING	*JAMIE CLARIDAY AND JOEL HAYES
HOUSE LOCAL GOVERNMENT	*CLAY BYRD AND RACHEL MILITANA
HOUSE STATE GOVERNMENT	*CLAY BYRD AND RACHEL MILITANA
HOUSE TRANSPORTATION	*MEGAN MOORE AND CLAY BYRD
SENATE COMMERCE AND LABOR	*ANASTASIA CAMPBELL
SENATE EDUCATION	*HELEN JAMES, MICHELLE GASKIN, AND JACKIE NASH
SENATE ENERGY, AGRICULTURE AND NATURAL RESOURCES	*SEAN MCMINN AND PAIGE SEALS
SENATE FINANCE, WAYS AND MEANS	*MEGAN MOORE, ANASTASIA CAMPBELL, KAREN GARRETT, AND WADE DYE
SENATE GOVERNMENT OPERATIONS	*DOUG GARRETT AND SEAN MCMINN
SENATE HEALTH AND WELFARE	*JESS HALE
SENATE JUDICIARY	*TOM TIGUE AND JOEL HAYES
SENATE STATE AND LOCAL GOVERNMENT	*KAREN GARRETT
SENATE TRANSPORTATION AND SAFETY	*RACHEL MILITANA AND PAIGE SEALS

*Indicates primary committee attorney

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OFFICE OF LEGAL SERVICES (“OLS”)

WHAT SERVICES DOES OLS PROVIDE?

Services Provided by OLS	Services <u>NOT</u> Provided by OLS
Researching federal and state case law	Providing legal services to constituents
Writing legal opinions	Writing press releases
Drafting general and local bills	Writing speeches
Drafting resolutions and proclamations	Writing talking points
Drafting amendments	Compiling voting records
Drafting Attorney General opinion requests	Providing secretarial services for committees
Providing legal services for committees	Transcribing committee meetings

WHERE ARE OLS OFFICES LOCATED?

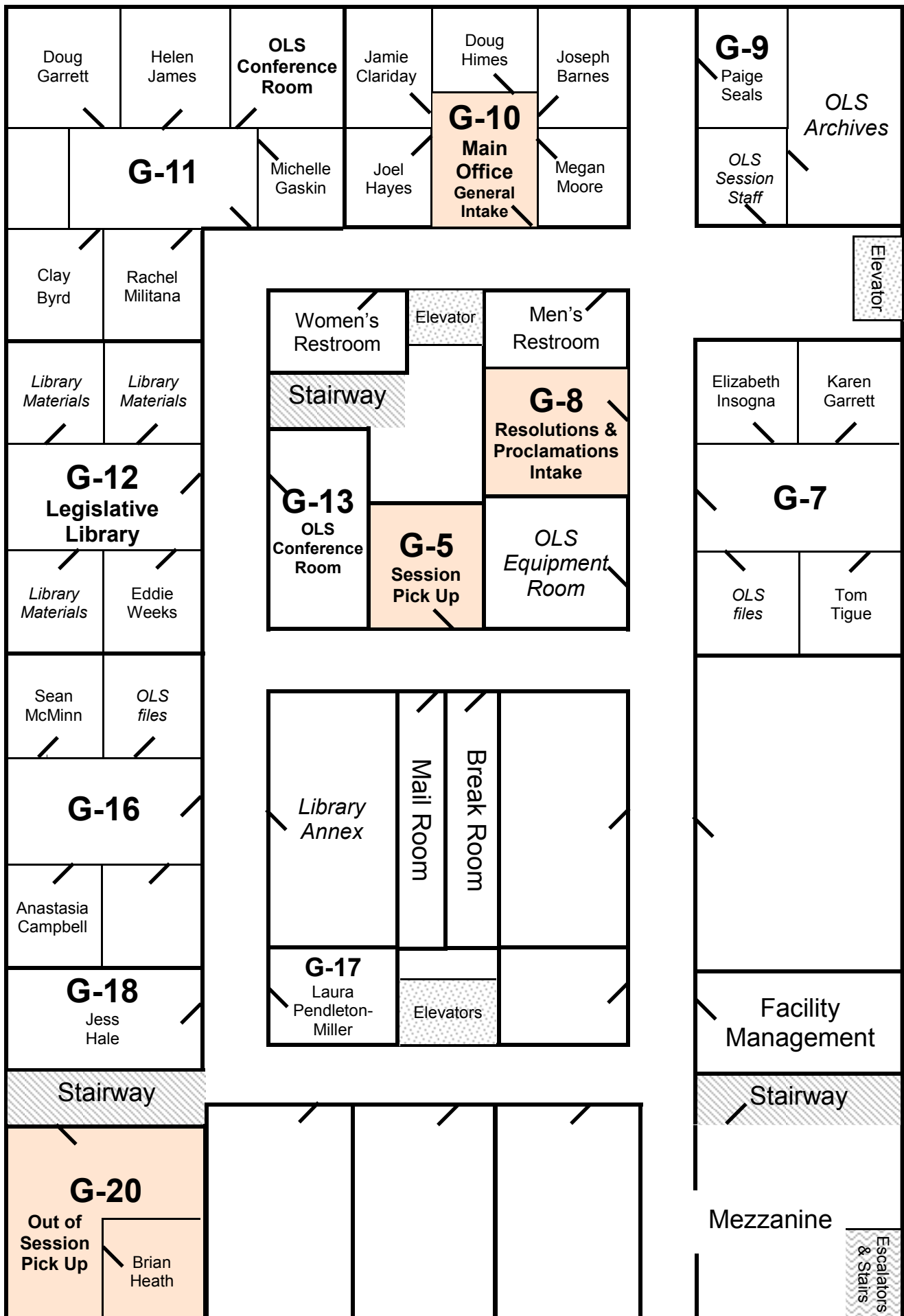
OLS occupies space in the War Memorial Building (“WMB”), the Rachel Jackson Building (“RJB”), and the House and Senate chambers. Listed below are the OLS areas most frequently visited by members and members’ staff. A map of the space occupied by OLS in the War Memorial Building is found on the following page and highlights areas where you may be asked to drop off drafting requests or pick up completed legislative documents.

(1) MAIN OLS OFFICE. The Main OLS Office is located in **WMB G-10**. Office hours out of session are Monday through Friday, 8:00 am until 4:30 pm. Office hours during session are Monday through Friday, 8:00 am until the last committee meeting ends or the last chamber adjourns for the day. The phone number for the Main OLS Office is **(615) 741-3056** or internal extension **13056**. You are also always welcome to contact the Main OLS Office by email at **legalservicesrequest@capitol.tn.gov**.

(2) HOUSE CHAMBER. The House Amendment Office is located in the first room immediately to your left upon entering the House chamber. The House Amendment Office (AO) opens approximately thirty minutes prior to the first chamber starting session for the day. The AO is open until both chambers have adjourned, except for periods when both chambers are in recess.

(3) SENATE CHAMBER. OLS is present on the left side of the Senate Chamber, in the press box area. OLS staff occupies this space approximately thirty minutes prior to the start of the Senate’s session for the day and remains present until the Senate recesses or adjourns for the day.

MAP OF OLS OFFICES IN THE WAR MEMORIAL BUILDING ("WMB")



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OLS STAFF AREAS OF EXPERIENCE

SUBJECT	OLS PERSONNEL
Abortion	Paige Seals, Jess Hale
Administrative Law, Procedures, Rules	Doug Garrett, Helen James, Sean McMinn, Megan Moore
Adoption	Elizabeth Insogna
Agriculture	Doug Garrett, Doug Himes, Jamie Clariday
Aging, Elderly, Senior Citizens	Jess Hale, Megan Moore, Michelle Gaskin
Airports	Jamie Clariday, Megan Moore
Alcoholic Beverages, Beer and Wine	Karen Garrett, Megan Moore, Doug Garrett, Clay Byrd, Rachel Militana
Annexation, Growth Law	Karen Garrett, Doug Garrett, Megan Moore, Jamie Clariday, Clay Byrd, Rachel Militana
Appropriations	Doug Himes, Megan Moore, Helen James, Karen Garrett, Joel Hayes
Auto Licensing and Registration	Megan Moore
Banks/Banking	Anastasia Campbell, Jamie Clariday, Michelle Gaskin, Joel Hayes
Bill Abstracts, Summaries	Paige Seals, Sean McMinn
Bonds, Public Finance	Doug Himes, Megan Moore, Helen James, Joel Hayes
Building Codes	Jamie Clariday, Anastasia Campbell
Campaign Finance	Karen Garrett, Megan Moore, Clay Byrd
Cemeteries and Burial Services	Jamie Clariday, Rachel Militana, Clay Byrd, Joel Hayes
Charitable Gaming (501)(c)(3)	Doug Himes, Helen James, Karen Garrett
Charitable Solicitations	Doug Himes
Child Safety Restraints	Megan Moore, Jamie Clariday
Child Sexual Abuse Law	Elizabeth Insogna, Tom Tigue, Anastasia Campbell
Children, Youth, Families	Elizabeth Insogna, Anastasia Campbell
Civil Procedure	Tom Tigue, Elizabeth Insogna, Sean McMinn, Anastasia Campbell, Megan Moore, Clay Byrd
Civil Service	Karen Garrett, Clay Byrd
Codification Process & Procedures	Paige Seals
Commerce	Jamie Clariday, Anastasia Campbell, Michelle Gaskin, Joel Hayes
Commercial Law	Anastasia Campbell, Jamie Clariday, Michelle Gaskin, Joel Hayes
Computers, E-mail, Internet, Privacy	Paige Seals, Jamie Clariday
Conservation	Doug Garrett, Sean McMinn
Constitutional Law (State & Federal)	Doug Himes, Jess Hale, Tom Tigue, Megan Moore, Clay Byrd
Consumer & Employee Affairs	Michelle Gaskin, Jamie Clariday, Anastasia Campbell, Sean McMinn
Contractors	Jamie Clariday, Anastasia Campbell, Michelle Gaskin, Rachel Militana
County Government	Karen Garrett, Doug Garrett, Megan Moore, Clay Byrd, Rachel Militana
Courts and Judicial Procedures	Tom Tigue, Sean McMinn, Anastasia Campbell, Elizabeth Insogna
Criminal Law, Sentencing	Tom Tigue, Karen Garrett, Anastasia Campbell, Sean McMinn, Elizabeth Insogna, Michelle Gaskin
Divorce	Elizabeth Insogna, Doug Garrett, Anastasia Campbell, Michelle Gaskin
Domestic Abuse/Violence	Tom Tigue, Elizabeth Insogna, Anastasia Campbell, Michelle Gaskin
Driver Licensing	Megan Moore, Doug Himes

OLS STAFF AREAS OF EXPERIENCE

SUBJECT	OLS PERSONNEL
Drugs, Illegal	Tom Tigue, Anastasia Campbell, Elizabeth Insogna, Clay Byrd, Sean McMinn
DUI/DWI	Tom Tigue, Anastasia Campbell, Sean McMinn, Elizabeth Insogna, Clay Byrd
Education	Helen James, Michelle Gaskin, Jackie Nash
Election Laws	Karen Garrett, Clay Byrd, Megan Moore, Rachel Militana
Eminent Domain	Jamie Clariday
Employer/Employee	Jamie Clariday, Sean McMinn, Anastasia Campbell, Michelle Gaskin, Rachel Militana, Jess Hale
Energy	Doug Garrett, Sean McMinn
Environmental Law	Doug Garrett, Sean McMinn
Estates, Probate & Wills	Doug Garrett, Anastasia Campbell, Clay Byrd
Ethics	Karen Garrett, Doug Himes, Clay Byrd
Family Law, Domestic Relations	Elizabeth Insogna, Anastasia Campbell, Doug Garrett, Michelle Gaskin
Financial Responsibility, Motor Vehicle	Megan Moore, Jamie Clariday
Firearms, Permits, Weapons	Tom Tigue, Anastasia Campbell, Elizabeth Insogna, Sean McMinn
First Amendment	Jess Hale, Tom Tigue, Megan Moore, Clay Byrd, Rachel Militana
Game & Fish	Doug Garrett, Sean McMinn, Jamie Clariday
Health Care	Jess Hale, Megan Moore, Clay Byrd, Michelle Gaskin
Health Care Occupations	Jess Hale, Megan Moore, Doug Garrett, Michelle Gaskin
Immigration	Jamie Clariday, Anastasia Campbell
Income Taxation, Federal, Hall	Megan Moore, Helen James, Doug Himes
Insurance	Anastasia Campbell, Jamie Clariday, Michelle Gaskin, Joel Hayes
Judicial Branch, Judicial Officers	Tom Tigue, Michelle Gaskin, Anastasia Campbell
Labor Law	Sean McMinn, Jamie Clariday, Anastasia Campbell, Michelle Gaskin
Landlord, Tenant	Tom Tigue, Jamie Clariday, Anastasia Campbell, Clay Byrd, Rachel Militana
Law Enforcement	Tom Tigue, Anastasia Campbell, Elizabeth Insogna, Michelle Gaskin, Rachel Militana
Legislative Branch, General Assembly	Karen Garrett, Doug Himes
Legislative Procedure	Karen Garrett, Doug Himes, Jamie Clariday
Lobbyists	Karen Garrett, Doug Himes, Clay Byrd
Lottery	Doug Himes, Helen James, Karen Garrett
Lottery Scholarships	Helen James, Doug Himes
Marriage, Marriage Ceremony	Elizabeth Insogna, Karen Garrett
Mental Health, Intellectual Disabilities	Jess Hale, Megan Moore, Michelle Gaskin
Municipal Government	Karen Garrett, Megan Moore, Clay Byrd, Rachel Militana
Natural Resources, Mining	Doug Garrett, Sean McMinn
Nursing Homes, Long-term Care	Jess Hale, Megan Moore, Michelle Gaskin
Obscenity	Tom Tigue, Anastasia Campbell
Open Meetings	Karen Garrett, Helen James, Megan Moore, Clay Byrd
Parks	Doug Garrett, Sean McMinn
Prisons, Inmates, Jails	Tom Tigue, Karen Garrett, Clay Byrd
Private Acts	Doug Garrett, Megan Moore, Rachel Militana
Professional Liability, Malpractice	Sean McMinn, Jamie Clariday, Tom Tigue
Professional Occupations	Doug Garrett, Jamie Clariday, Sean McMinn, Anastasia Campbell, Joel Hayes
Public Finance	Doug Himes, Megan Moore, Helen James, Joel Hayes

OLS STAFF AREAS OF EXPERIENCE

SUBJECT	OLS PERSONNEL
Public Officers, Public Employees	Karen Garrett, Megan Moore, Clay Byrd, Rachel Militana
Public Purchasing, Procurement	Megan Moore, Clay Byrd, Rachel Militana
Public Records	Karen Garrett, Helen James, Megan Moore, Clay Byrd
Real Estate Law	Doug Garrett, Jamie Clariday, Anastasia Campbell
Redistricting	Doug Himes, Doug Garrett, Sean McMinn
Resolutions, Proclamations	Jackie Nash, Wade Dye, Cindy Perry
Retirement	Doug Himes, Megan Moore
Rule Review	Doug Garrett, Sean McMinn, Clay Byrd
School Violence, Bullying	Helen James, Sean McMinn, Elizabeth Insogna, Michelle Gaskin
Sex Offenders, Sex Offenders Registry	Tom Tigue, Elizabeth Insogna, Anastasia Campbell, Michelle Gaskin
Smoking/Tobacco Regulation	Doug Himes, Megan Moore
Solid Waste Management, Landfills	Doug Garrett, Sean McMinn, Clay Byrd, Jess Hale
Special License Plates	Megan Moore, Doug Himes
State Government, Generally	Karen Garrett, Megan Moore, Clay Byrd, Rachel Militana
Sunset Review, Sunrise Review	Doug Garrett, Sean McMinn
Tax Policy & Taxation	Doug Himes, Megan Moore, Helen James (particularly Property Tax),
Telecommunications	Jamie Clariday, Michelle Gaskin
TennCare	Jess Hale, Megan Moore, Clay Byrd, Michelle Gaskin
Torts	Tom Tigue, Anastasia Campbell, Elizabeth Insogna, Sean McMinn, Clay Byrd
Transportation, Highways, Bridges	Megan Moore,
Unemployment Compensation	Jess Hale, Anastasia Campbell, Jamie Clariday, Sean McMinn, Michelle Gaskin
Uniform Commercial Code (UCC)	Anastasia Campbell, Jamie Clariday, Clay Byrd, Joel Hayes
Uniform Laws	Jess Hale
Uninsured Motorists	Megan Moore
Utilities, Utility Districts	Jamie Clariday, Clay Byrd, Rachel Militana, Joel Hayes
Veterans, Military	Jamie Clariday, Joel Hayes
Victim's Rights	Tom Tigue, Elizabeth Insogna
Welfare	Jess Hale, Megan Moore, Michelle Gaskin
Wildlife	Doug Garrett, Sean McMinn
Workers Compensation	Anastasia Campbell, Jamie Clariday, Sean McMinn, Michelle Gaskin, Rachel Militana, Jess Hale
Zoning & Planning	Karen Garrett, Jamie Clariday, Clay Byrd, Rachel Militana

CONFIDENTIALITY

WHAT IS THE OLS CONFIDENTIALITY POLICY?

All communications and requests between a member and OLS staff are statutorily and ethically confidential and privileged communications. The records and work product of OLS are not public records. However, OLS cannot absolutely guarantee confidentiality when a request or a communication is sent by email because the request will be sent through servers that OLS does not control.

All requests are kept confidential, even if two duplicate requests are made by different members. A member may ask that a request not duplicate another bill, and such request will be honored if public records indicate a similar bill has been filed.

Any legislation drafted as a result of a member's request will be delivered to the member's office. No copy will be released until the member has filed it for introduction or otherwise makes it public. If a member wants OLS to release a draft of legislation to any person prior to its introduction, then the member must supply OLS with **written authorization** (email is acceptable).

CAUTION: When a request is made to **Fiscal Review staff** to provide a preliminary fiscal note to a bill or amendment draft prior to filing the bill or amendment, the draft becomes a public record because the draft is distributed by Fiscal Review staff for outside review and input.

HOW DOES THE POLICY AFFECT A MEMBER'S STAFF MAKING A REQUEST?

OLS assumes that staff assigned to a member are authorized to receive materials and make requests on the member's behalf. This assumption applies to permanent administrative staff, research analysts, interns, and any other staff employed by the member's office.

HOW DOES THE POLICY AFFECT A LOBBYIST MAKING A REQUEST?

A member may authorize a lobbyist or other person to make requests on behalf of the member by advising OLS of the arrangement **in writing** (email is acceptable). OLS will notify the member or the member's staff of any requests made in the member's name by anyone other than the member's staff. If the member has not authorized the request, please notify OLS as soon as possible. Completed requests will be delivered directly to the member's office.

CAN A MEMBER AUTHORIZE OLS TO SHARE INFORMATION WITH OTHER MEMBERS?

A member may authorize OLS to share information about a specific request with other members by filling out a confidentiality waiver form for the specific request. The form is available upon request in the Main OLS Office in **WMB G-10**. The member must request a waiver of confidentiality for each, individual request. Broad waivers of confidentiality are **NOT** available.

WHO CAN I CONTACT IF I HAVE QUESTIONS OR CONCERNS REGARDING CONFIDENTIALITY?

If a member or member's staff ever has grounds to believe that confidentiality has been violated or if the member or member's staff has questions regarding the confidentiality of services provided by OLS, then the member or the member's staff is urged to contact the Director of OLS, Joseph Barnes, in person at **WMB G-10**, by phone at **(615) 741-9504** or internal extension **45065**, or by email at **joseph.barnes@capitol.tn.gov**.

LEGISLATIVE LIBRARY

WHAT IS THE LEGISLATIVE LIBRARY?

In January 1854, the 30th General Assembly of Tennessee adopted Joint Resolution Number IV, declaring “that the Secretary of State be and he is hereby instructed to collect all of the books belonging to the State, and have them in his office in the capitol as soon as possible for the use of the Legislature.” This collection of books would become the first Legislative Library, and would later form the beginning collection of the State Library and Archives.

Today, the State Library and Archives serves the citizens of the state while the members and staff of the Legislature still have their own library, the Legislative Library. Although the Legislative Library no longer has “all of the books belonging to the State,” its collection of Journals, Acts, Tennessee history, and reference materials are available to assist the members and the members’ staff in their duties.

WHERE IS THE LEGISLATIVE LIBRARY?

The Legislative Library is located in **WMB G-12**. Office hours are Monday through Friday, 8:00 a.m. until 4:30 p.m. year-round. The Legislative Library is staffed by the Legislative Librarian, Eddie Weeks, who may be contacted in person at **WMB G-12**, by phone at **(615) 741-5816** or internal extension **45069**, or by email at **eddie.weeks@capitol.tn.gov**.

WHAT SERVICES DOES THE LEGISLATIVE LIBRARY PROVIDE?

(1) GENERAL RESEARCH. The Legislative Library serves the members and staff of the General Assembly by providing reference and referral services as requested. The Legislative Library is the General Assembly’s source for copies of bills, resolutions, laws, and statutes from prior years, and can provide members’ offices with copies of other states’ laws, bills, and reports. If you have a research request, you may submit the request in person at **WMB G-13**, by phone at **(615) 741-5816** or internal extension **45069**, or by email at **eddie.weeks@capitol.tn.gov**.

(2) LIAISON TO OBTAIN INFORMATION ANONYMOUSLY. If you need to obtain information from a state or national agency but the member wishes to remain anonymous, then you may ask the Legislative Librarian to obtain this information on the member’s behalf.

(3) UPDATING TENNESSEE CODE ANNOTATED BOOKS. The Legislative Librarian emails instructions to members’ staff on the manner in which the members’ copies of the Tennessee Code Annotated should be updated after the publisher of the Tennessee Code Annotated finishes its annual post session update. However, the actual process of updating the copy of the Tennessee Code Annotated in each member’s office is the responsibility of each member’s staff. Additionally, updating the copies of the Tennessee Code Annotated located in committee rooms is the responsibility of the Office of Legislative Administration. If a member’s office or a committee room is missing any parts of the Tennessee Code Annotated, staff should contact the Office of Legislative Administration in person on the **RJB 7th Floor**, by phone at **(615) 741-1919** or internal extension **11919**, or by email at **connie.ridley@capitol.tn.gov**.

(4) GUIDED TOUR. The Legislative Library is here to serve the General Assembly. Members and their staff may contact the Legislative Librarian for a guided tour of the library’s materials.

LEGISLATIVE LIBRARY

WHAT ARE EXAMPLES OF AVAILABLE RESOURCES?

Tennessee:

Annual reports for state departments
Attorney General opinions (dating back to 1971)
Blue Books (dating back to 1927)
Biographical entries for all previous members of the General Assembly
House and Senate Journals (dating back to 1855)
House and Senate Rules (dating back to 1933)
Outdated versions of the Tennessee Code (dating back to the 1700's)
Printed bills, amendments and fiscal notes (dating back to 1970)
Public and Private Acts (dating back to 1827)
Rules and Regulations of the State of Tennessee (as updated within the past two years)
Telephone books for all Tennessee cities
Unofficial Index to Legislation (dating back to 1969)
OLS Legislative Drafting Guide (2013)

United States and Legal Materials:

Atlases and almanacs
American Jurisprudence
Corpus Juris Secundum
Tennessee Jurisprudence
Tennessee Digest
United States Code Annotated
Supreme Court Decisions (U.S. and Tennessee)

Miscellaneous:

The Tennessean (copies retained for two months)
USA Today (copies retained for one month)
Wall Street Journal (copies retained for one month)
Newspaper clippings files

RESEARCH REQUESTS

HOW DO I MAKE A GENERAL RESEARCH REQUEST?

If you have a general research request, then you may submit the request to the Legislative Library. Examples of general research requests include finding information on Tennessee government and details on Tennessee legislative matters such as when a bill passed, whether or not a bill on a certain topic has been written in the past, the number of votes a bill received, or when a member served. The Legislative Librarian can answer any non-legal question that does not need to be addressed with an attorney. Additionally, if a member is interested in obtaining a Uniform Law or Suggested State Legislation, these publications are available in the Legislative Library. The Legislative Library can also acquire copies of statutes from other states.

Step 1: Submit the request in person at **WMB G-12**, by phone at **(615) 741-5816** or internal extension **45069**, or by email at **eddie.weeks@capitol.tn.gov**.

Step 2: Include in the request:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **issue to be researched** and any **background information**; and
- The **desired deadline** for completion of the request.

Step 3: OLS will notify you when the request is complete.

HOW DO I MAKE A LEGAL RESEARCH REQUEST?

If you have a legal research request, then you may submit the request to the Main OLS Office. Examples of legal research requests include comparing laws in other states, analyzing federal and state case law, and researching current Tennessee law on a subject.

Step 1: Submit the request in person at **WMB G-10**, by phone at **(615) 741-3056** or internal extension **13056**, or by email at **legalservicesrequest@capitol.tn.gov**.

Step 2: Include in the request:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **issue to be researched** and any **background information**; and
- The **desired deadline** for completion of the request.

Step 3: OLS will notify you when the request is complete.

WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND COMPLETION?

OLS strives to provide all services in a timely manner. We can respond to most questions on Tennessee statutory law fairly quickly over the phone. However, in the weeks preceding the general bill filing deadlines ("cut-off"), bill drafting takes priority. Additionally, please be aware that complicated issues and questions involving federal law or laws from other states may require more time.

RESEARCH REQUESTS

WHAT ARE QUESTIONS THAT OLS CANNOT ANSWER?

(1) PERSONAL LEGAL ISSUES. By statute, OLS is only authorized to provide legal services that aid the members in their official duties. Therefore, OLS is unable to give legal advice or representation concerning personal legal issues of any member or member's staff.

(2) CONSTITUENT LEGAL ISSUES. The clients of OLS are the members of the General Assembly. Therefore, OLS is unable to give legal advice or representation concerning **constituent legal issues**. You may wish to direct constituent legal issues to the sources mentioned below.

Chattanooga	Legal Aid of East Tennessee	(423) 756-4013
Gallatin	Legal Aid Society of Middle Tennessee and the Cumberland	(615) 451-1880
Jackson	West Tennessee Legal Services	(731) 423-0616
Johnson City	Legal Aid of East Tennessee	(423) 928-8311
Knoxville	Legal Aid of East Tennessee	(865) 637-0484
Maryville	Legal Aid Society of Middle Tennessee and the Cumberland	(865) 981-1818
Memphis	Memphis Area Legal Services	(901) 523-8822
Middle Tennessee	Legal Aid Society of Middle TN and Cumberland	(800) 238-1443
Morristown	Legal Aid Society of Middle Tennessee and the Cumberland	(423) 587-4850
Murfreesboro	Legal Aid Society of Middle Tennessee and the Cumberland	(615) 890-0905
Nashville	Legal Aid Society of Middle Tennessee and the Cumberland	(615) 244-6610
Tennessee	Tennessee Bar Association's lawyer referral service	(615) 383-7421
Tennessee	aLEGALz	(888) 253-4259

(3) PROCEDURAL QUESTIONS. All questions pertaining to legislative procedure should be directed to the appropriate Chief Clerk or rules committee.

SENATE CHIEF CLERK

State Capitol, 2nd Floor
(615) 741-2730
Ext. 12730

HOUSE CHIEF CLERK

State Capitol, 2nd Floor
(615) 741-2901
Ext. 12901

BILL DRAFTING REQUESTS

HOW DO I MAKE A BILL DRAFTING REQUEST?

Step 1: Submit the request in person at **WMB G-10**, by phone at **(615) 741-3056** or internal extension **13056**, or by email at **legalservicesrequest@capitol.tn.gov**.

Step 2: Include in the request:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **issue to be addressed in the bill** and any **background information;**
- Any **pre-drafted language;** and
- An indication that the request is a **RUSH** request, if applicable.

Step 3: OLS will notify you when the bill has been jacketed and the location for pickup.

WHEN DO I SUBMIT A BILL DRAFTING REQUEST?

Bill drafting requests should be submitted **as soon as possible** so that OLS may give members the best and most expedient service possible. OLS is responsible for providing each member with the bills requested. During the 107th General Assembly, **7,704** bills and **2,559** resolutions were introduced and came through OLS. The weeks leading up to general bill filing deadlines ("cut-off") are the busiest time for OLS, so members are encouraged to send bill requests in advance (one month if possible) of cut-off.

WHY SHOULD I BE CONCERNED ABOUT FILING DEADLINES ("CUT-OFF")?

Sometimes, one or both chambers have a deadline for all general bills to be filed with the Chief Clerk in the annual session, after which date all other filed bills will be placed in a delayed bills committee. If the other chamber's filing deadline has already occurred, it could prevent your member from being able to find a bill sponsor in the other chamber. Therefore, you should inquire with the Chief Clerks in both chambers about filing deadlines.

If a request is brought to OLS on the day of a filing deadline, the person bringing the request will be given blank jackets to have the requesting member and co-sponsor sign. Once signed, the jackets should be returned to the Main OLS Office in **WMB G-10**, and OLS will jacket and file the legislation. If the request is completed prior to the signed jackets being returned, the member's office will be responsible for picking up the jacketed legislation from OLS and filing it.

WHAT IF I HAVE PRE-DRAFTED TEXT?

Submitting pre-drafted text to OLS in an electronic format will assist OLS in entering the text into the legislative database and preparing the bill for introduction. Although there is no requirement that OLS draft all bills, **OLS must enter all legislation into the legislative database and review the legislation** for form and style. The sample bill on the next page is in the standard form for bills in the state of Tennessee.

If you prefer that OLS does not review the pre-drafted text for form, style, and substance prior to introduction, please make a **JACKET ONLY** request. **JACKET ONLY** requests include entry of the pre-drafted text into the legislative database, assigning a barcode, and jacketing the bill for filing with the Clerks.

CAUTION: By statute, OLS must review all legislation prior to introduction. For **JACKET ONLY** bills, errors found from such a review may not be known until the bill is reviewed in committee and may result in delayed final committee action.

SAMPLE BILL (WITH LABELED PARTS)

**CAPTION
DONE BY OLS**

AN ACT to amend Tennessee Code Annotated, Title 68, relative to healthcare.

ENACTING CLAUSE

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 68, is amended by adding Sections 2 through 5 as a new chapter.

DIRECTORY LANGUAGE

SHORT TITLE

SECTION 2. This chapter shall be known and may be cited as the "Emergency Medical Services Act."

SECTION 3. As used in this chapter:

DEFINITIONS

(1) "Category 'B' hospital" means a hospital facility within the state of Tennessee assigned to a category B by the board for licensing health care facilities of the department of health; and

(2) "Health care professional" includes a person licensed under the provisions of title 63.

BODY

SECTION 4.

(a) The department shall create and administer a statewide system of emergency medical service area telecommunications through rules.

(b) It is a Class A misdemeanor for health care professionals and category B hospitals to fail to report to the department pursuant to this section.

PENALTIES

SECTION 5. If any provision of this act or the application of any provision of this act to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the act that can be given effect without the invalid provision or application, and to that end, the provisions of this act are declared to be severable.

SEVERABILITY CLAUSE

SECTION 6. For purposes of promulgating rules, this act shall take effect, upon becoming a law, the public welfare requiring it. For all other purposes, this act shall take effect January 1, 2015, the public welfare requiring it.

EFFECTIVE DATE


0616523456

**DRAFTING NUMBER
DONE BY OLS**


001676

BILL DRAFTING REQUESTS

WHAT IF I DO NOT HAVE PRE-DRAFTED TEXT?

If a member wishes to discuss a request, OLS staff will be glad to come to the member's legislative office, if time permits, or the member is welcome to discuss the request with any of our staff. There will be fewer chances for errors and greater opportunities to clarify instructions if requests are submitted by a member in person.

If a member is uncertain as to the specifics of a bill or is interested in finding out what information other states or national organizations may have on a subject, OLS staff will be glad to research or suggest alternative approaches.

WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND PICK UP?

Although OLS endeavors to complete all bill drafting requests **as soon as possible**, there are times at the beginning of the session and around cut-off when it is impossible to complete all requests immediately. OLS policy is to complete requests in the order that they are received, although priority will be given to general bills over local bills closer to cut-off because local bills are not subject to cut-off. If you have a local bill that you need prepared quickly, we urge you to request it at a non-rush time (well in advance of cut-off). If this is not possible, it is important to advise OLS that the local bill is a priority matter. Otherwise, OLS will prepare general bill requests first.

NOTE: We encourage all pre-drafted text to be submitted to OLS in **Microsoft Word** format to expedite the drafting process.

WHAT IF I NEED THE BILL IMMEDIATELY?

You may make a **RUSH** request but understand that in addition to the time needed for researching and drafting, a certain portion of the time required for the preparation of a bill, such as typing, proofing, copying, and jacketing, cannot be shortened.

BILL DRAFTING REQUESTS

HOW DO I FILE A JACKETED BILL?

Step 1: Deliver the appropriate bill jacket to the bill co-sponsor in the other chamber (the cream jacket is for the Senate sponsor and the white jacket is for the House sponsor).

Step 2: Ensure that the House and Senate sponsors **SIGN** the outside of the bill jackets.

REMINDER: For local bills, remember that in the case of Davidson, Knox, and Hamilton counties, the signature of **all** Senators from those counties is required.

Step 3: File the copy of the bill attached to the jacket with the appropriate Clerk.

House sponsors sign here

Type of legislation

Drafting number

Senate sponsors sign here

ORIGINAL HB No. _____
Profile Date _____

HOUSE ACTION

P1C _____ 20 _____
P2C _____ 20 _____

STANDING COMMITTEE ON: _____

Recommended: For Passage For Passage w/a
Date: ____ / ____ / 20 _____ Chmn.

STANDING COMMITTEE ON: _____

Recommended: For Passage For Passage w/a
Date: ____ / ____ / 20 _____ Chmn.

COMMITTEE ON CALENDAR AND RULES

Received ____ / ____ / 20
Reported Out ____ / ____ / 20
For Calendar # Reg Con / ____ / 20 _____ Chmn.

Special Order # ____ / ____ / 20
Special Order # ____ / ____ / 20

SENATE ACTION

P1C _____ 20 _____
P2C _____ 20 _____

STANDING COMMITTEE ON: _____

Action: For Passage For Passage w/a
Date: ____ / ____ / 20 _____ Chmn.

STANDING COMMITTEE ON: _____

Action: For Passage For Passage w/a
Date: ____ / ____ / 20 _____ Chmn.

COMMITTEE ON CALENDAR

Received ____ / ____ / 20
Reported Out ____ / ____ / 20
For Calendar # Reg Con / ____ / 20 _____ Chmn.

Special Order # ____ / ____ / 20
Special Order # ____ / ____ / 20

SIGNATURES OF PRIME SPONSORS

1 _____ 6 _____
2 _____
3 _____
4 _____ 9 _____
5 _____ 10 _____

000464
AN ACT to amend Tennessee Code Annotated, Title 4, Chapter 11; Title 4, Chapter 29 and Title 58, relative to the Great War Commission.

SIGNATURES OF SECONDARY SPONSORS

1 _____ 11 _____
2 _____ 12 _____
3 _____ 13 _____

Senate sponsors sign here

Type of legislation

Drafting number

House sponsors sign here

ORIGINAL SB No. _____
Profile Date _____ Bar Code _____

SENATE ACTION

P1C _____ 20 _____
P2C _____ 20 _____

STANDING COMMITTEE ON: _____

VOTE FOR PASSAGE FOR PASSAGE W/A
DATE: _____ CHAIRMAN
COMMITTEE ACTION _____

COMMITTEE ON: _____

VOTE FOR PASSAGE FOR PASSAGE W/A
DATE: _____ CHAIRMAN
COMMITTEE ACTION _____

COMMITTEE ON CALENDAR

RECEIVED _____ 20 _____

HOUSE ACTION

P1C _____
P2C _____

STANDING COMMITTEE ON: _____

ACTION FOR PASSAGE
DATE: _____

ACTION FOR PASSAGE
DATE: _____

COMMITTEE ON CALENDAR

RECEIVED _____ 20 _____

SIGNATURES OF PRIME SPONSORS

1 _____ 4 _____
2 _____
3 _____

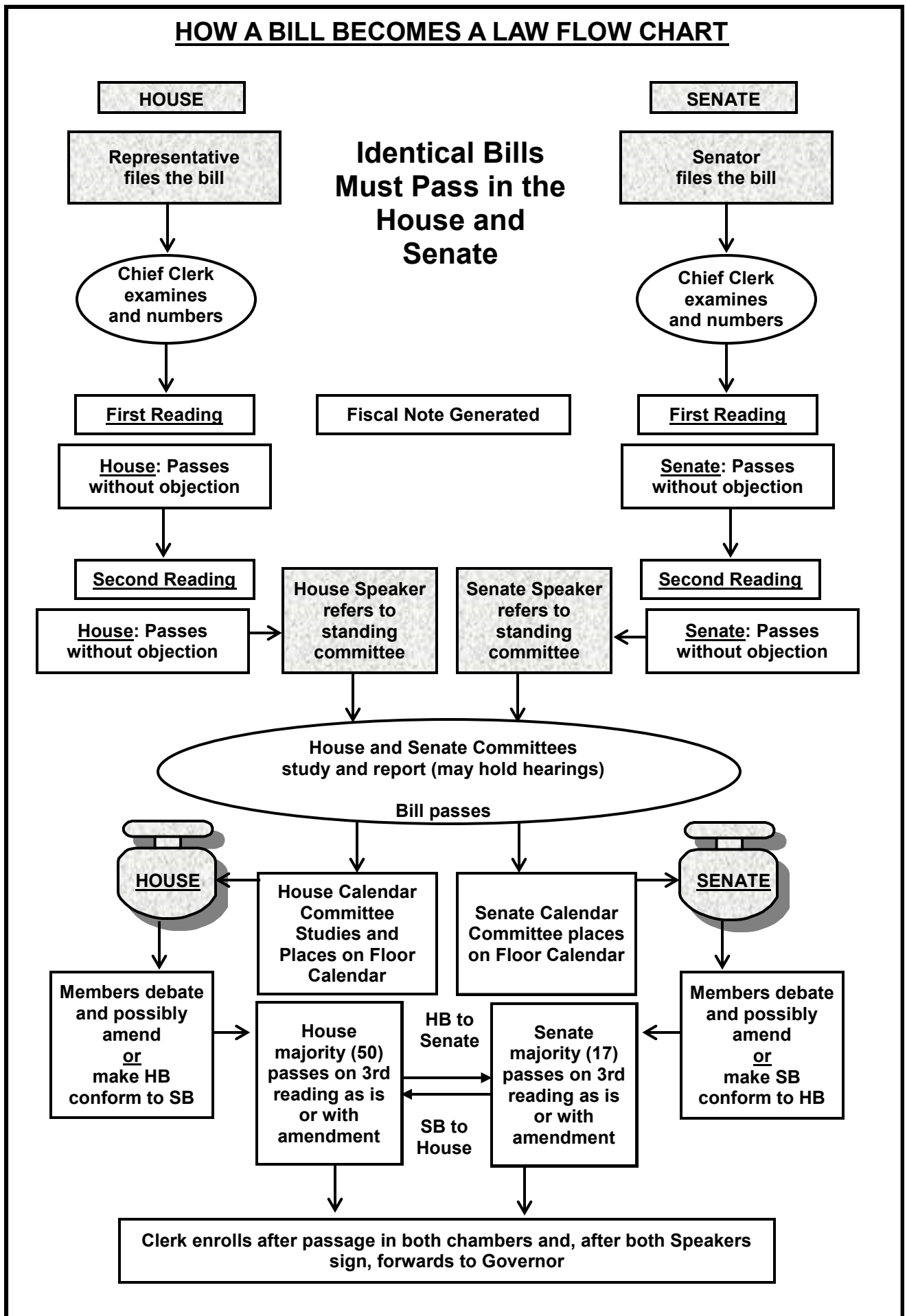
000464
AN ACT to amend Tennessee Code Annotated, Title 4, Chapter 11; Title 4, Chapter 29 and Title 58, relative to the Great War Commission.

SIGNATURES OF CO-SPONSORS

WHAT HAPPENS AFTER THE BILL IS FILED?

The flow chart on the following page illustrates the legislative process after the filing of the bill with the Chief Clerk's office.

HOW A BILL BECOMES A LAW FLOW CHART



RESOLUTION DRAFTING REQUESTS

HOW DO I MAKE A RESOLUTION DRAFTING REQUEST?

Step 1: Complete the Resolution Request Form in its entirety. It is available online on the OLS page of the Legislative Intranet, in **WMB G-8**, or on page 20 of this guide.

Step 2: Include in the request, along with the completed form:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **subject of** and **reason for** the resolution;
- Any background and support information;
- The **desired deadline** for the resolution; and
- An indication that the request is a **RUSH** request, if applicable.

CAUTION: Any materials submitted to OLS for resolutions, such as newspaper clippings or event programs, are needed for our records. Please do not submit the original of a document if you will need it back

Step 3: Submit the request in person at **WMB G-8** or by email at **legalservicesrequest@capitol.tn.gov**.

Step 4: OLS will notify you when the resolution has been jacketed and the location for pickup.

WHEN DO I SUBMIT A RESOLUTION REQUEST?

Resolutions are only adopted **during the legislative session** and can include constitutional amendments, legislative appointments, legislative statements, study committees, and directives to state agencies. Resolutions can also be congratulatory or memorializing documents.

Since there are several different purposes for introducing a resolution, the process for passing each resolution is unique. The amount of time that the resolution will need in order to be passed should be considered in order to give OLS ample time to draft the request.

WHAT IS A SUBSTANTIVE AS OPPOSED TO A MEMORIALIZING RESOLUTION?

Substantive resolutions pertain to constitutional amendments, legislative statements, study committees, and directives of state agencies are normally included on each chamber's regular calendars. These types of resolutions must be read three times in each chamber, pass both bodies, and be signed by the Governor.

Congratulatory or memorializing resolutions acknowledge a Tennessee citizen's anniversary, death, birthday, professional achievement, retirement, sporting event, or other special life event. These types of resolutions are normally placed on the consent calendar of the sponsor's chamber in the case of a resolution, or on both chambers' consent calendars in the case of a joint resolution. Both Senate and House Joint Resolutions must pass both bodies and be signed by the Governor.

CAUTION: Substantive resolutions count towards the fifteen bill limit in the House. Substantive resolutions do **NOT** include administration resolutions, resolutions approving revisions to rules of procedure promulgated by the Supreme Court and the annual codification act, memorializing or congratulatory resolutions, resolutions confirming appointments, resolutions authorizing charitable events, or resolutions that are procedural and not referred to a standing committee. House Rule 44.

RESOLUTION DRAFTING REQUESTS

WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND PICK UP?

Although OLS endeavors to complete all resolution drafting requests **as soon as possible**, there are times at the beginning of the session and around cut-off when it is impossible to complete all requests immediately. OLS policy is to complete all requests of any type in the order that they are received, although priority will be given to general bills (over local bills and resolutions) closer to cut-off.

WHAT IF I NEED THE RESOLUTION IMMEDIATELY?

You may request a **RUSH** resolution but understand that in addition to the time needed for researching and drafting, a certain portion of time required for the preparation of a resolution, such as typing, proofing, copying, and jacketing, cannot be shortened.

HOW DO I FILE A JACKETED JOINT RESOLUTION?

Step 1: Deliver the appropriate jacket to the resolution's co-sponsor in the other chamber (the green jacket is for the Senate sponsor and the grey jacket is for the House sponsor).

Step 2: Ensure that the House and Senate sponsors **SIGN** the outside of the jackets.

Step 3: File the copy of the resolution attached to the jacket with the appropriate clerk.

The image displays two sample resolution drafting request forms, one for the House (grey) and one for the Senate (green). Both forms are annotated with boxes and arrows indicating where to sign and where to enter the drafting number.

House Form (Grey):

- House sponsors sign here:** Points to the "SIGNATURES OF PRIME SPONSORS" section.
- Drafting number:** Points to the "000992" number in the "A RESOLUTION to confirm the appointment of Herbert H. Hilliard as a director of the Tennessee regulatory authority."
- Senate sponsors sign here:** Points to the "SIGNATURES OF SECONDARY SPONSORS" section.
- Senate sponsors sign here:** Points to the "SIGNATURES OF PRIME SPONSORS" section.
- House sponsors sign here:** Points to the "SIGNATURES OF OTHER SPONSORS" section.
- Type of legislation:** Points to the "ORIGINAL HJR No." field.

Senate Form (Green):

- Drafting number:** Points to the "000209" number in the "A RESOLUTION to honor the memory of Lieutenant General Eugene P. Forrester, United States Army, of Tennessee."
- House sponsors sign here:** Points to the "SIGNATURES OF PRIME SPONSORS" section.
- Type of legislation:** Points to the "ORIGINAL SJR No." field.

Both forms include sections for "HOUSE ACTION", "SENATE ACTION", "STANDING COMMITTEE ON:", "COMMITTEE ON CALENDAR AND RULES", and "COMMITTEE ON CALENDAR".

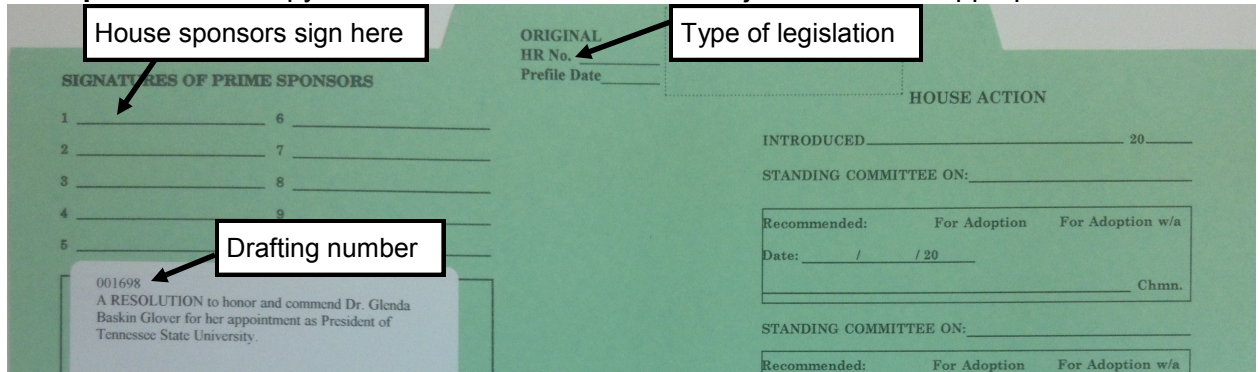
RESOLUTION DRAFTING REQUESTS

HOW DO I FILE A JACKETED RESOLUTION?

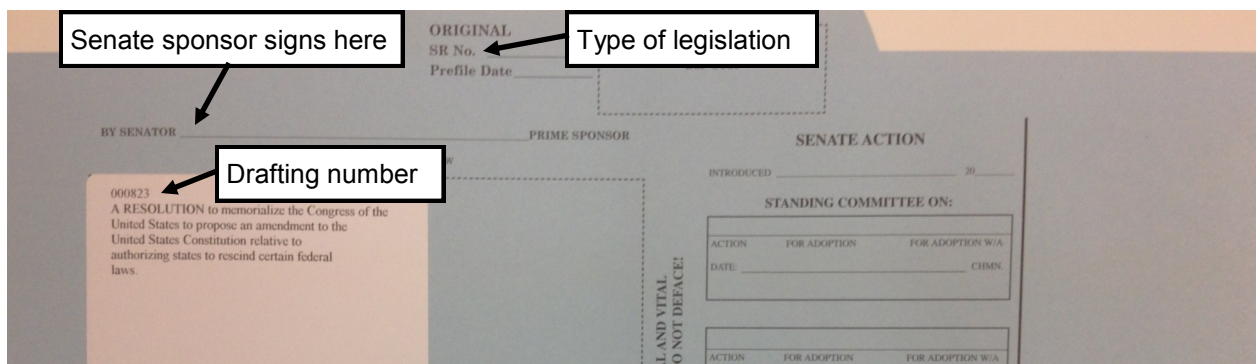
Step 1: Deliver the appropriate jacket to the resolution's sponsor (a blue jacket is for the Senate sponsor and a green jacket is for the House sponsor).

Step 2: Ensure that the sponsor **SIGNS** the outside of the jacket.

Step 3: File the copy of the resolution attached to the jacket with the appropriate clerk.



This image shows a green House Resolution Jacket Form. It includes a section for 'SIGNATURES OF PRIME SPONSORS' with numbered lines 1 through 5. A box labeled 'House sponsors sign here' points to line 1. To the right, there is a section for 'ORIGINAL HR No.' and 'Profile Date', with a box labeled 'Type of legislation' pointing to the 'HR No.' field. Below the signature lines, a box labeled 'Drafting number' points to the number '001698'. The main body of the form contains the text: 'A RESOLUTION to honor and commend Dr. Glenda Baskin Glover for her appointment as President of Tennessee State University.' On the right side, there is a 'HOUSE ACTION' section with fields for 'INTRODUCED' (with a date line), 'STANDING COMMITTEE ON:', and 'Recommended: For Adoption For Adoption w/a'. There is also a 'Date:' field and a 'Chmn.' field.



This image shows an orange Senate Resolution Jacket Form. It includes a section for 'BY SENATOR' and 'PRIME SPONSOR'. A box labeled 'Senate sponsor signs here' points to the 'BY SENATOR' line. To the right, there is a section for 'ORIGINAL SR No.' and 'Profile Date', with a box labeled 'Type of legislation' pointing to the 'SR No.' field. Below the signature lines, a box labeled 'Drafting number' points to the number '000823'. The main body of the form contains the text: 'A RESOLUTION to memorialize the Congress of the United States to propose an amendment to the United States Constitution relative to authorizing states to rescind certain federal laws.' On the right side, there is a 'SENATE ACTION' section with fields for 'INTRODUCED' (with a date line), 'STANDING COMMITTEE ON:', and 'ACTION FOR ADOPTION FOR ADOPTION W/A'. There is also a 'DATE:' field and a 'CHMN.' field.

WHAT HAPPENS AFTER THE RESOLUTION IS FILED?

Resolutions differ from bills in that they do not have the force and effect of law. The type of resolution is determined and can be identified by its resolving clause language. Joint resolutions must pass in both chambers to be adopted, while House Resolutions and Senate Resolutions only need to pass in the respective chamber.

In the **House**, substantive resolutions are generally referred to standing committees while congratulatory and memorializing resolutions are placed on a consent calendar. Joint resolutions calling for a joint convention of both chambers are referred to the House Committee on Delayed Bills (the Speaker, the majority leader, and the minority leader).

In the **Senate**, all congratulatory and memorializing resolutions are referred to the Senate Calendar Committee. All other resolutions, except for joint resolutions proposing joint conventions which are referred to the Committee on Delayed Bills, are referred to standing committees. Senate Rule 21.

No resolution, except one proposing an amendment to the Constitution, is required to be read three times. However, all joint resolutions, except those calling for adjournment of the General Assembly and those proposing specific amendments to the Constitution, must be submitted to the Governor for signature. The Governor may veto a joint resolution but the General Assembly may override the veto by a simple majority vote of those entitled to vote. Tenn. Const. Art. III, § 18.



**OFFICE of
LEGAL
SERVICES**

**Main Office:
G-10 War Memorial Building
Phone: 615-741-3056
Internal Extension: 13056**

RESOLUTION REQUEST FORM

Resolutions are the vehicle document for a number of special items, including, constitutional amendments, joint conventions, legislative procedures such as extended recess and final adjournment, creation of study committees, confirmation of appointments to state boards and commissions, and statements of policy. Resolutions may also be memorializing and congratulatory. Resolutions do not have the force and effect of law, and can only be passed during session.

Please complete all sections of this form.

MEMBER: _____

YOUR NAME: _____

PHONE NUMBER: _____

TODAY'S DATE: _____

TYPE OF REQUEST (please check appropriate box):

- | | |
|---|--|
| <input type="checkbox"/> House Resolution | <input type="checkbox"/> Senate Resolution |
| <input type="checkbox"/> House Joint Resolution | <input type="checkbox"/> Senate Joint Resolution |

SUBJECT OF REQUEST (include name of person or entity to be honored):

REASON FOR REQUEST (please check appropriate box):

- | | |
|---|--|
| <input type="checkbox"/> Anniversary | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Birthday | <input type="checkbox"/> Sporting Achievement |
| <input type="checkbox"/> Death | <input type="checkbox"/> Valedictorian or Salutatorian |
| <input type="checkbox"/> Professional Achievement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Retirement | _____ |

- Please complete a separate form with attachments for each requested resolution.
- Please **staple** forms & attachments together (clips fall off).
- Please do not use this form for bills or amendments.

Deliver form with attachments to WMB G-8

or

Email form with attachments to legalservicesrequest@capitol.tn.gov

COMMITTEE STAFF SERVICES

WHAT COMMITTEE SERVICES DOES OLS PROVIDE?

(1) SERVICES PROVIDED BY OLS. OLS provides, at the request of committee Chairs, at least one attorney to attend meetings of all the standing committees and subcommittees of the General Assembly. The attorney provides services that facilitate the committee in the performance of its duties, such as preparing written or verbal amendments adopted by the committee that have not been prepared in advance of the committee meeting. OLS also provides both legal and research services to special and study committees.

(2) SERVICES NOT PROVIDED BY OLS. OLS does not provide secretarial services for committees. Customarily, the administrative assistant or the intern of the Chair of the committee serves as the secretary for the committee.

WHICH COMMITTEE DOES EACH ATTORNEY STAFF?

Page 22 of this guide lists the committee assignments for each OLS attorney as of the printing of this User Guide. For the most up-to-date list of committee assignments, please check on the OLS page of the Legislative Intranet under **OLS Staff for Standing Committees**.

HOW CAN I GET MORE INFORMATION ON OLS COMMITTEE SERVICES?

If a member is interested in learning more about the services that OLS provides for committees, the member should contact the Director of OLS, Joseph Barnes, in person at **WMB G-10**, by phone at **(615) 741-9504**, or internal extension **45065**, or by email at joseph.barnes@capitol.tn.gov.

COMMITTEE ASSIGNMENTS LISTED BY ATTORNEY

Clay Byrd:

*HOUSE LOCAL GOVERNMENT
HOUSE TRANSPORTATION

*HOUSE STATE GOVERNMENT

Anastasia Campbell:

HOUSE CIVIL JUSTICE
HOUSE CRIMINAL JUSTICE

*SENATE COMMERCE & LABOR
SENATE FINANCE, WAYS AND MEANS

Jamie Clariday:

*HOUSE BUSINESS & UTILITIES
*HOUSE INSURANCE & BANKING

HOUSE FINANCE, WAYS AND MEANS

Doug Garrett:

*HOUSE AGRICULTURE & NATURAL RESOURCES
HOUSE GOVERNMENT OPERATIONS

*SENATE GOVERNMENT OPERATIONS

Karen Garrett:

*SENATE STATE & LOCAL GOVERNMENT

SENATE FINANCE, WAYS & MEANS

Michelle Gaskin:

*HOUSE CONSUMER & HUMAN RESOURCES
HOUSE EDUCATION

SENATE EDUCATION

Jess Hale:

*HOUSE HEALTH

*SENATE HEALTH & WELFARE

Joel Hayes:

HOUSE BUSINESS & UTILITIES
HOUSE INSURANCE & BANKING

SENATE JUDICIARY

Doug Himes:

*HOUSE FINANCE, WAYS & MEANS

Elizabeth Insogna:

*HOUSE CIVIL JUSTICE

*HOUSE CRIMINAL JUSTICE

Helen James:

*HOUSE EDUCATION

*SENATE EDUCATION

Sean McMinn:

*HOUSE GOVERNMENT OPERATIONS
HOUSE CONSUMER & HUMAN RESOURCES

*SENATE ENERGY, AGRICULTURE & NATURAL RESOURCES
SENATE GOVERNMENT OPERATIONS

Rachel Militana:

HOUSE LOCAL GOVERNMENT
HOUSE STATE GOVERNMENT

*SENATE TRANSPORTATION AND SAFETY

Megan Moore:

*HOUSE TRANSPORTATION

*SENATE FINANCE, WAYS & MEANS

Paige Seals:

SENATE TRANSPORTATION AND SAFETY

SENATE ENERGY, AGRICULTURE & NATURAL RESOURCES

Tom Tigue:

HOUSE CRIMINAL JUSTICE

*SENATE JUDICIARY

*Indicates primary committee attorney

AMENDMENT DRAFTING REQUESTS

HOW DO I MAKE AN AMENDMENT DRAFTING REQUEST?

Step 1: Submit the request in person at **WMB G-10**, by phone at **(615) 741-3056** or internal extension **13056**, or by email at **legalservicesrequest@capitol.tn.gov**.

Step 2: Include in the request:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **bill or resolution number** of the bill or resolution to be amended;
- **Details on the desired changes or pre-drafted language;**
- The **appropriate contact person** if questions arise;
- The **day and time when the bill or resolution will be heard**; and
- An indication that the request is a **RUSH** request, if applicable.

Step 3: OLS will notify you when the request is complete and the location for pickup.

WHEN DO I MAKE AN AMENDMENT DRAFTING REQUEST?

Amendment requests should be submitted **as soon as possible** after deciding that an amendment is needed. The substance of an amendment determines the amount of time that is needed to prepare it. It is very difficult to prepare a comprehensive amendment to a bill or resolution if the request is submitted with a short period of time before the bill or resolution is considered by a committee or on the House or Senate floor. The preparation of amendments requires the time necessary to draft the amendment and to physically produce the amendment in proper form for filing with committees or the Clerk.

When requesting amendments to bills or resolutions, **please provide OLS with the bill or resolution number** and the exact nature of the change. If the changes are extensive, it may be preferable to simply delete all sections of the introduced bill or resolution and rewrite the bill or resolution in the amendment. Please advise OLS if this is the member's preference.

WHAT IF I NEED AN AMENDMENT DRAFTED FOR A COMMITTEE MEETING?

Some committees have amendment filing deadlines. You should speak with the office of the Chair of the respective committee, concerning such deadlines.

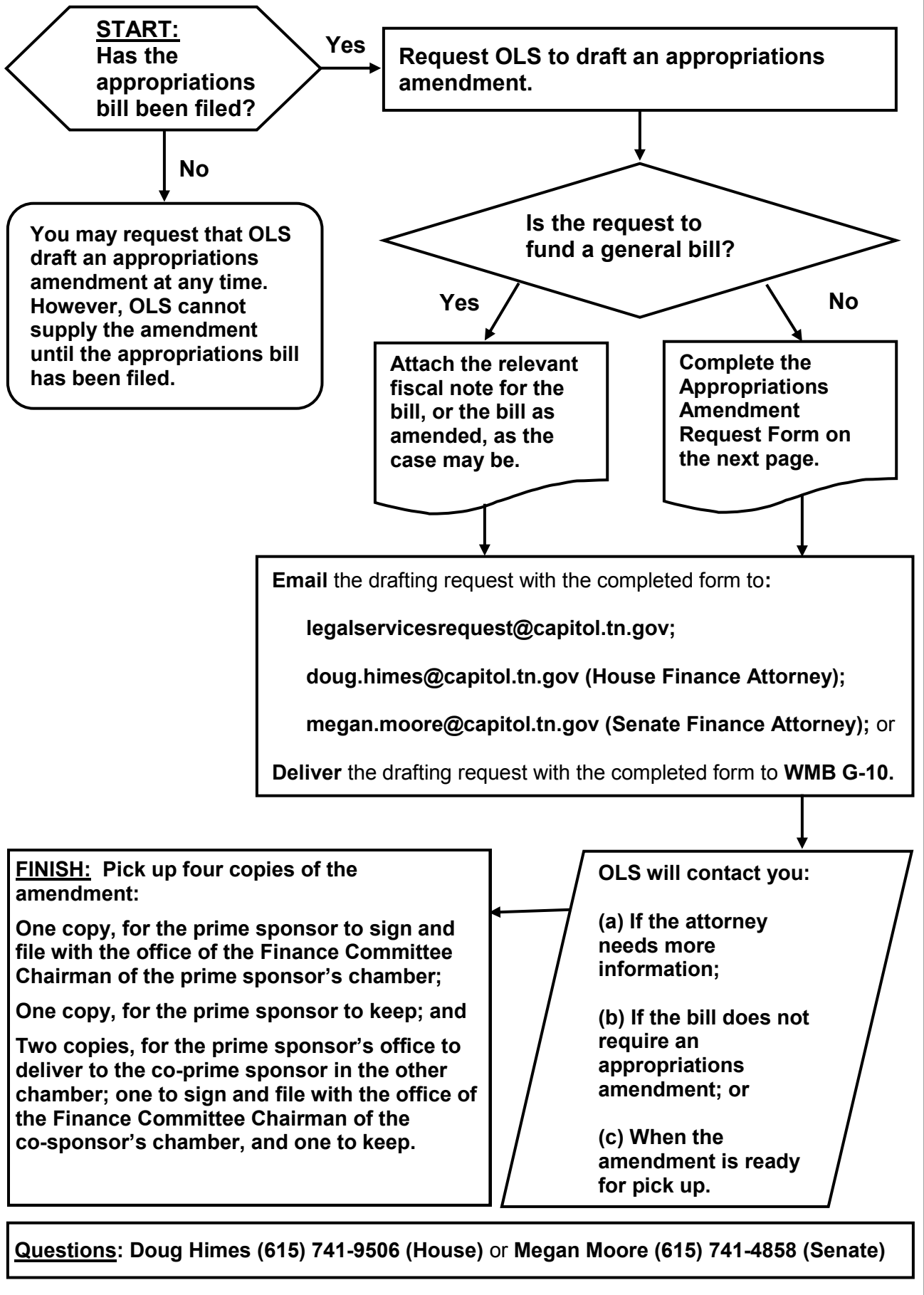
CAN I SUBMIT AN AMENDMENT DRAFTING REQUEST IN THE AMENDMENT OFFICE?

The amendment office is staffed during floor sessions so that members can have amendments drafted for the floor calendar and delivered on the floor. However, amendment requests can still be made to the Main OLS Office, by phone, or email. The Main OLS Office can arrange for delivery of amendments to the floor.

WHAT IF I HAVE AN APPROPRIATIONS (“BUDGET”) AMENDMENT DRAFTING REQUEST?

Amendments to the General Appropriations Bill have filing deadlines with the Finance, Ways and Means Committee of each chamber. Please refer to the Appropriations Amendment flow chart immediately following this page for steps on submitting an appropriations amendment drafting request. A copy of the **Appropriations Amendment Request Form** is available on the OLS page of the Legislative Intranet or on page 25 of this guide.

APPROPRIATIONS AMENDMENT FLOW CHART





**OFFICE of
LEGAL
SERVICES**

Main Office:
G-10 War Memorial Building
Phone: 615-741-3056
Internal Extension: 13056

APPROPRIATION AMENDMENT REQUEST FORM

DATE: _____

MEMBER: _____

YOUR NAME: _____

PHONE NUMBER: _____

AMOUNT: _____

RECIPIENT: _____

RECIPIENT'S LOCATION: _____

CITY: _____

COUNTY: _____

PURPOSE: _____

DISBURSING AGENCY (Finance and Administration unless specified as follows):

SPECIAL INSTRUCTIONS _____

For an appropriation amendment to fund a bill, please **staple
the **most current fiscal note** and any material relevant to the request
to this form and deliver it to **WMB G-10****

or

email it to **legalservicesrequest@capitol.tn.gov**.

ATTORNEY GENERAL OPINION REQUESTS

HOW DO I MAKE AN ATTORNEY GENERAL OPINION REQUEST?

Step 1: Submit the request in person at **WMB G-10**, by phone at **(615) 741-3056** or internal extension **13056**, or by email at **legalservicesrequest@capitol.tn.gov**.

Step 2: Include in the request:

- **Your name and contact information;**
- The **name of the member** you are submitting a request for;
- Details on **the issue** that the member wants to ask the Attorney General about;
- The **appropriate contact person** if questions arise; and
- An indication that the request is a **RUSH** request, if applicable.

Step 3: OLS will notify you when the request is complete and the location for pickup.

WHEN DO I MAKE AN ATTORNEY GENERAL OPINION REQUEST?

An Attorney General opinion request may be made at any time, during and out of session. Normally, a member seeks an Attorney General opinion request when a question arises pertaining to the application of Tennessee statutes or the constitutionality of a bill or resolution being heard in committee or on the floor.

WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND PICK UP?

Preparing an Attorney General opinion request letter is an art because careful drafting is required to ensure that the Attorney General will answer the entirety of the member's concerns. Research into the law and the background behind the request will be necessary, as well as proofing.

WHAT IF I NEED THE ATTORNEY GENERAL OPINION REQUEST IMMEDIATELY?

You may make a **RUSH** request letter but understand that in addition to the time needed for researching and drafting, a certain portion of the time required for the preparation of a letter, such as typing and proofing, cannot be shortened. Also, as noted above, a carefully drafted letter will be more likely to produce the answers to all of the member's concerns. Additionally, please recognize that the Attorney General is not necessarily required to answer the request letter even if there is an expedited deadline.

PROCLAMATION DRAFTING REQUESTS (MADE OUT OF SESSION)

HOW DO I MAKE A PROCLAMATION REQUEST?

Step 1: Complete the Proclamation Request Form in its entirety. It is available online on the OLS page of the Legislative Intranet, in **WMB G-8**, or on the next page.

Step 2: Include in the request, along with the completed form:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **subject of** and **reason for** the proclamation with background information;
- If adding the signature of a member in the other chamber, a **completed House or Senate Proclamation Approval Form**;
- The **desired deadline** for the proclamation; and
- An indication that the request is a **RUSH** request, if applicable.

Step 3: Submit the request in person at **WMB G-8** or by email at **legalservicesrequest@capitol.tn.gov**.

Step 4: OLS will notify you when the request is complete and the location of pickup.

HOW DOES A PROCLAMATION DIFFER FROM A RESOLUTION?

Unlike a resolution, which might be substantive, a proclamation is purely a memorializing or congratulatory document. A proclamation **CANNOT** proclaim days, weeks, or months as special holidays or designations. These designations must be adopted by a joint resolution or a general bill. Additionally, proclamations are **NOT** published in the same manner as resolutions.

WHEN DO I MAKE A PROCLAMATION REQUEST?

A proclamation may be requested year round, including **out of session**.

WHAT IF I NEED THE PROCLAMATION IMMEDIATELY?

You may make a **RUSH** request but understand that in addition to the time needed for researching and drafting, a certain portion of the time required for the preparation of a proclamation, such as typing and proofing, cannot be shortened.

WHAT IF MEMBERS OF THE OTHER CHAMBER WANT TO BE ADDED?

A proclamation bears the signature of the respective Speaker and requesting members. To include a member of the other chamber on a proclamation, you must submit the **Proclamation Approval Form** with the signature of the respective Speaker. The Senate Speaker must approve the inclusion of a House member in a Senate Proclamation, and the House Speaker must approve the inclusion of a Senate member in a House Proclamation. Approval forms are available on the OLS page of the Legislative Intranet, in **WMB G-8**, and on pages 29 and 30.

HOW DO I FILE THE PROCLAMATION?

Step 1: Notify the appropriate Engrossing Clerk to prepare a presentation copy by giving the Engrossing Clerk the drafting number located in the lower right-hand corner.

Step 2: Deliver the drafting number to the appropriate Chief Clerk to get the proclamation printed and then signed by the appropriate Speaker.

Step 3: Have all of the members cited in the proclaiming clause sign the proclamation.



**OFFICE of
LEGAL
SERVICES**

**Main Office:
G-10 War Memorial Building
Phone: 615-741-3056
Internal Extension: 13056**

PROCLAMATION REQUEST FORM

A "Proclamation" is a memorializing or congratulatory document that may be requested year round. There are two types of proclamations: House Proclamations and Senate Proclamations. Neither House nor Senate Proclamations can proclaim days, weeks, or months as special holidays or designations. These designations must be adopted by a joint resolution or a general bill during session. A proclamation bears the signature of the respective Speaker and requesting members. Proclamations are not published in the same manner as resolutions.

Please complete all sections of this form.

MEMBER (who will be signing): _____

***ADDITIONAL MEMBER(s) signing:** _____

****If Members of both chambers are signing, then a Speaker's Approval Form must be completed.***

YOUR NAME: _____

YOUR PHONE NUMBER: _____

TODAY'S DATE: _____

TYPE OF REQUEST (please check appropriate box):

☐ House Proclamation ☐ Senate Proclamation

SUBJECT OF REQUEST (include name of person or entity to be honored):

REASON FOR REQUEST (please check appropriate box):

☐ Anniversary ☐ Special Event
☐ Birthday ☐ Sporting Achievement
☐ Death ☐ Valedictorian or Salutatorian
☐ Professional Achievement ☐ Other: _____
☐ Retirement _____

- Please complete a separate form with attachments for each requested proclamation.
- Please **staple** forms & attachments together (clips fall off).
- Please do not use this form for bills, resolutions or amendments.

**Deliver form with attachments to WMB G-8
or**

Email form with attachments to legalservicesrequest@capitol.tn.gov



**108th General Assembly
State of Tennessee**

RON RAMSEY
SPEAKER OF THE SENATE

ONE LEGISLATIVE PLAZA
NASHVILLE, TENNESSEE 37243-0026
TELEPHONE (615) 741-4524

BETH HARWELL
SPEAKER OF THE HOUSE
OF REPRESENTATIVES

19 LEGISLATIVE PLAZA
NASHVILLE, TENNESSEE 37243-0181
TELEPHONE (615) 741-0709

HOUSE PROCLAMATION APPROVAL FORM

To: Jacqueline Nash
From: Speaker of the House Beth Harwell
Subject: Senator(s) to be added to House Proclamation

Approval has been granted for the inclusion of the following Senate Member(s) to a House Proclamation.

House sponsor: _____

Senate member(s) to be added: _____

Subject of proclamation: _____

Beth Harwell
Speaker of the House

Date

Deliver this completed form to WMB G-8.



**108th General Assembly
State of Tennessee**

RON RAMSEY
SPEAKER OF THE SENATE

ONE LEGISLATIVE PLAZA
NASHVILLE, TENNESSEE 37243-0026
TELEPHONE (615) 741-4524

BETH HARWELL
SPEAKER OF THE HOUSE
OF REPRESENTATIVES

19 LEGISLATIVE PLAZA
NASHVILLE, TENNESSEE 37243-0181
TELEPHONE (615) 741-0709

SENATE PROCLAMATION APPROVAL FORM

To: Jacqueline Nash
From: Lieutenant Governor Ron Ramsey
Subject: Representative(s) to be added to Senate Proclamation

Approval has been granted for the inclusion of the following House Member(s) to a Senate Proclamation.

Senate sponsor: _____

House member(s) to be added: _____

Subject of proclamation: _____

Ron Ramsey
Speaker of the Senate

Date

Deliver this completed form to WMB G-8.

TENNESSEE LEGISLATIVE GLOSSARY

ABSTRACT (contrast with CAPTION)

An abstract is a brief summary of an introduced bill or resolution (not part of the bill or resolution) that is prepared by OLS. Abstracts are made public in the Bill Tracking Program but do not reflect adopted amendments until final passage.

ACT

An act is a law enacted by the legislature, and either signed by the Governor or allowed to become law after ten days without the Governor's signature.

PRIVATE ACT

A private act applies to a limited area or subdivision of government.

PUBLIC ACT

A public act applies to the entire state or is of a general nature with local application.

ADJOURNMENT

An adjournment is the termination of session for that day after setting the hour and the day of the next meeting.

AMENDMENT

An amendment is the modification of a bill or resolution by adding or deleting language.

APPROPRIATIONS ACT

An appropriations act is an act that appropriates money from the state treasury for a fiscal year to implement the state operating budget. Money may be provided for other items of expenditure, for example local projects.

APPROPRIATIONS BILL

An appropriations bill is a bill that appropriates money from the state treasury for a fiscal year. Money may be provided for other items of expenditure through amendments to this bill but must be in the form specified in Tenn. Code Ann. § 9-4-5106.

BILL

A bill is proposed legislation introduced to enact a new law or to change or to repeal an existing law.

INTRODUCED

The original bill is the bill as introduced and used throughout the legislative process until engrossed.

ENGROSSED

An engrossed bill is a bill as passed by a chamber with corrections or adjustments made through amendments.

ENROLLED

An enrolled bill is a bill as finally passed by both chambers and prepared for signature of the presiding officers of both chambers and transmittal to the Governor for signature or veto.

PREFILED

A bill filed between legislative sessions with the Chief Clerk of either chamber. Prefiled bills are numbered and printed in preparation for the session.

BILL TRACKING PROGRAM ("BILL TRACKING")

The Bill Tracking Program is the program operated by LIS that is only made available to the members and staff of the General Assembly and provides information on filed legislative documents including bill summaries, abstracts, legislative history, and fiscal memos and notes.

BUDGET

The budget is the financial plan of the state for the next fiscal year. The budget document has three parts:

1. A budget message by the Governor and a schedule on tax exemptions;
2. Detailed budget estimates both of expenditures and revenues; performance measures and standards; a statement of the bonded indebtedness of the state government; and
3. Complete drafts of the budget bills, that is, the legislative measures required to give legal sanction to the financial plan when adopted by the General Assembly. Tenn. Code Ann. § 9-4-5106.

BUDGET BILLS

The budget bills include an appropriation bill that authorizes, by spending agencies and by funds, all expenditures of the state government for the next fiscal year. Other bills may be required to provide the revenues necessary to finance the budget. Other bills include a bond bill, and, when necessary, an indexing bill and a budget implementation bill that makes substantive changes to statutes that are needed to implement the appropriations act. Tenn. Const. Art. II § 24.

TENNESSEE LEGISLATIVE GLOSSARY

CALENDAR

The calendar is the list of bills and resolutions to be considered by a chamber or committee.

CONSENT CALENDAR

The consent calendar is the bill calendar used to allow rapid floor consideration for final passage of noncontroversial bills and resolutions.

REGULAR CALENDAR

The regular calendar is the written calendar (list of bills to be considered for third reading) required to be posted in the Senate at least twenty-four hours prior to consideration by the Senate or in the House at least forty-eight hours prior to consideration by the House. Senate rules limit the Senate calendar to fourteen general bills, plus holdovers, while House rules place the maximum at twenty-five, including any bills held over from previous calendars or any bills set by special order and excluding only those bills "bumped" or objected to on a consent calendar.

CAPTION (contrast with **ABSTRACT)**

The caption is the part of the bill that appears above the enacting clause. The caption details the subject matter and scope of the bill, either by language or by code cites, or by both. A bill's content cannot be any broader than its caption. Tenn. Const. Art. II, §§ 17 and 20.

CATCHLINE

The catchline is the boldface language between the section number and the section material in the Code, providing a brief description of the material in the section. It is prepared by the publisher of the Code and is not part of the statute. Therefore, it can not be amended or deleted in a bill.

CHAMBER AUTOMATION

Chamber Automation is a computer program operated by LIS that tracks actions taken on bills and resolutions during committee meetings and floor sessions. This program is not made available to the public.

CHIEF CLERK

The Chief Clerk is a non-member selected by the Speaker of each chamber to serve as its administrative officer.

COMMITTEE

A committee is a group of legislators of one or both chambers (if both chambers, then it is called a joint committee) that conducts studies or makes recommendations.

CONFERENCE COMMITTEE

A conference committee is a committee composed of members of both chambers created to resolve differences in a bill when one chamber does not concur in amendments made by the opposite chamber which refuses to recede from its action. Members are appointed by the Speaker of each chamber. Most conference committees are appointed at the end of session. A conference committee may not be appointed or may not meet even if appointed.

SELECT (AD HOC OR STUDY) COMMITTEE

A select committee is a committee established temporarily by the Speaker of a chamber composed of members of that chamber for a designated purpose.

STANDING COMMITTEE

Senate and House standing committees function during session and may function between legislative sessions. Depending on a committee's subject matter jurisdiction, as defined by rule, the committee conducts public hearings on proposed legislation, conducts studies, makes reports and recommendations, reviews proposed legislation, and reviews proposed administrative rules.

COMPANION BILL

Tennessee is a "companion bill state," meaning that to become law, identical bills must be introduced, and, if amended, the bills must be passed in the same form in both chambers. After introduction, the two bills go through the committee system in both chambers. After the first chamber passes the bill, it goes to the other chamber where it is held on the desk in the second chamber. When the bill is called up on the second chamber's calendar, the bill in the second chamber is conformed to the bill which passed the first chamber and that bill is substituted for the bill in the second chamber. For example, if the House passes the bill first, then the bill is sent to the Senate. Once the Senate bill arrives for floor action, the bill, as passed by the House, is substituted for the Senate bill. The Senate then acts on the bill as passed by the House.

CONFERENCE COMMITTEE REPORT

When the Senate and House are unable to agree on the final version of a bill, a conference committee consisting of members from each chamber may be appointed. The report that the committee creates will detail the amendments that will be kept, those that will be deleted, and new amendments to be included. OLS drafts the final report and any minority reports.

TENNESSEE LEGISLATIVE GLOSSARY

CONSTITUTIONAL AMENDMENTS

Constitutional amendments are proposed amendments to the Tennessee Constitution. Tenn. Const. Art. XI, § 3.

CUT-OFF

Following the tenth legislative day of an annual session, general bills may not be introduced in either chamber without permission of the Delayed Bills Committee.

DELAYED BILLS COMMITTEE

The Committee on Delayed Bills is a select committee established in both the Senate and the House of Representatives. The committee is composed of the Speaker, the majority floor leader and the minority floor leader, and meets at the call of the Speaker. The committee determines if legislation introduced after the filing deadline will be considered. Senate Rule 76(3) and House Rule 77.

DRAFTING NUMBER

The drafting number is a unique number and barcode that is assigned to each bill that is drafted through OLS. This information appears at the bottom right hand corner of each page of a drafted bill.

EFFECTIVE DATE

The effective date is the exact date that the legislation would go into effect as law with the passage of the bill.

ENACTING CLAUSE

Tenn. Const. Art. II, § 20 requires that the laws of this state include the language: "BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE."

EXECUTIVE ORDER

An executive order is a written document issued by the Governor to effectuate a purpose over which the Governor has authority.

FISCAL MEMO

A fiscal memo is a document prepared by Fiscal Review that details the fiscal impact of an amendment. The draft code of the affected amendment will be listed on the memo.

FISCAL NOTE

A fiscal note is a document prepared by Fiscal Review that details the fiscal impact of a particular piece of legislation. A fiscal note is issued for each general bill and substantive resolution.

FISCAL REVIEW COMMITTEE ("FISCAL REVIEW")

The Fiscal Review Committee is a statutorily created special continuing oversight committee of the General Assembly. The committee is composed of six senators and nine representatives, elected by members of each chamber respectively. In addition, the Speaker of each chamber and the Chair of the Finance, Ways and Means Committee of each chamber serve as ex officio members. Fiscal Review employs staff that perform various responsibilities, one of which is to prepare fiscal notes and memos for all general bills or resolutions that have a fiscal effect on state or local government. Tenn. Code Ann. Title 3, Chapter 7.

FISCAL YEAR

A fiscal year is the twelve-month period for which appropriations, budgets, and financial reports are generally made. The state's fiscal year commences on July 1 and ends the following June 30.

FLOOR SESSION

A floor session is when members of the House of Representatives and the Senate meet on the floor of the members' respective chambers.

GENERAL BILL OF LOCAL APPLICATION

A general bill of local application is a regular bill that applies to a limited area or subdivision of government but does not require approval at the local level.

JACKET

A jacket is the cover for a bill or resolution, which differs based on the chamber of introduction and type of document.

JOURNAL

The journal is a daily published record of the proceedings of each chamber.

LEGISLATIVE DAY

A legislative day is any day that the House or Senate has a floor session. Legislative days for the Senate and House are counted independently from those of the other chamber.

TENNESSEE LEGISLATIVE GLOSSARY

LINE ITEM VETO

A line item veto is the power exercised by the Governor to veto specified items (single amounts of money) of an appropriation bill, while signing the remainder of the bill into law.

LOCAL BILL

A local bill is a bill that applies to a limited area or subdivision of government and requires approval at the local level.

MAJORITY

A constitutional majority is seventeen votes in the Senate and fifty votes in the House.

PROCLAMATION

A proclamation is a memorializing or congratulatory document that may be requested year round. There are two types of proclamations: Senate Proclamations and House Proclamations. Neither a House nor a Senate Proclamation can proclaim days, weeks, or months as special holidays or designations. These designations can only be adopted by joint resolution. A proclamation bears the signature of the respective Speaker and requesting member.

RESOLUTION

Although most often memorializing or congratulatory, resolutions are also the vehicle document for a number of special items, including, for example, constitutional amendments, joint conventions, legislative procedures including extended recess and final adjournment, creation of study committees, confirmation of appointments to state boards and commissions, and statements of policy. Resolutions differ from bills in that they do not have the force and effect of law. There are four types of resolutions: House, Senate, House Joint, and Senate Joint. The type of resolution is determined and can be identified by its resolving clause language; joint resolutions must pass both chambers to be adopted, House Resolutions and Senate Resolutions do not.

ROLL TO THE HEEL

Roll to the heel is a phrase commonly used in committee or on the floor by a member to ask that the bill or resolution currently being considered be moved to the end of the calendar.

SESSION

Depending on its usage, "session" may refer to the entire annual meeting of the General Assembly or to the daily meeting of one or both chambers, (i.e. the House is in session). A General Assembly is held over a two-year period with members receiving pay for only ninety legislative days combined. The first year of a General Assembly is officially referred to as the First Regular Session of the (—)th General Assembly and the second as the Second Regular Session of the (—)th General Assembly. Tenn. Const. Art. II, § 23.

ORGANIZATIONAL SESSION

Tenn. Const. Art. II, § 8 requires the General Assembly to convene on the second Tuesday of January in an odd-numbered year in organizational session. An organizational session cannot exceed fifteen days. Although bills may be introduced, no legislation can be passed on third and final reading during organizational session. Organizational activities include election of respective House/Senate presiding officials, election of constitutional officers, and usually committee Chair appointments and committee membership assignments. Every four years, inauguration of the Governor occurs during organizational session. Immediately upon adjournment of the organizational session, the General Assembly convenes the regular session and traditionally takes a recess of one or two weeks. There is no organizational session in even-numbered years, which marks the beginning of the second regular session of a General Assembly.

SPECIAL SESSION

A special session may be called by the Governor, Tenn. Const. Art. III, § 9, or by the Speakers, upon petition of two-thirds of the members in each chamber, Tenn. Const. Art II, § 8. It is restricted to matters specifically enumerated in the call. A special session can be called during a regular session, whereby the regular session is recessed until completion of the special session. Members may be paid for only thirty legislative days of a special session. Special sessions are officially referred to as Extraordinary Sessions.

SINE DIE ADJOURNMENT

Sine die adjournment is the final adjournment at the completion of a two-year General Assembly.

SUSPENSION OF THE RULES

Suspension of the rules is parliamentary procedure whereby actions can be taken that would otherwise be out of order. A two-thirds vote of each body present and voting is required to adopt a motion to suspend the rules.

YIELD

A yield is the relinquishing of the floor to another member to speak or ask a question.